



REPLY TO
ATTENTION OF

IMEU-VIC-AO

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNT 31401, BOX 41
APO AE 09630

28 AUG 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 08-05, Garrison Policy Memorandums

1. This memorandum supersedes U.S. Army Garrison Vicenza Policy Memorandum 06-01 (Version 2), Garrison Policy Memorandums dated 21 Aug 2008.
2. PURPOSE. This memorandum provides guidance and serves as the sample for the preparation and issuance of U.S. Army Garrison Vicenza Policy Memorandums and is applicable to all U.S. Army Garrison Vicenza Directorates, Special Staff, all assigned tenant units, organizations and to their military members, civilian employees and family members.
 - a. Garrison Policy Memorandums are to be issued to address policies, procedures or special interest areas that relate to the entire Vicenza community. As a general rule, if a policy affects persons, functions and activities beyond the individual directorate or unit, then issuing a Garrison Policy Memorandum is appropriate.
 - b. Garrison policies are not intended to usurp the authority of Directors and individual commanders. Instead they serve to provide command level emphasis of their policies and are disseminated to the entire community. Memorandums can be initiated by any directorate, special staff or unit assigned to the Vicenza military community that serves as the proponent for the subject. The initiating office will serve as the Office of Primary Responsibility (OPR) for the policy outlined in the memorandum and will be identified by their office symbol located at the top left hand corner of the document.
3. The USAG Command Group Administrative Officer serves as the office of responsibility for Garrison level policy letters.
 - a. All Garrison Policy Memorandums will be coordinated with this office and will be assigned a policy memorandum number by the Administrative Officer. Each memorandum forwarded for signature will be prepared IAW AR 25-50, Preparing and Managing Correspondence, 3 June 2002.
 - b. Upon approval of the memorandum, it will be disseminated to the community via e-mail as well as being posted in the Command Group Portal and the USAG Vicenza Home Page.
4. Policy memorandums will be reviewed annually by the OPR and revised or deleted, as appropriate. The OPR has the responsibility of requesting recession of the policy when it is no longer needed.

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5. POC for this memorandum is the USAG Command Group Administrative Officer, DSN: 634-7789.



ERIK O. DAIGA
COL, MI
Commanding

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